

11 March 1957

Director of Training
THRU : Chief, Intelligence School
Chief, Clerical Training

Summary of OTR Secretarial Workshop

1. From all reports, the OTR secretarial Workshop which was conducted on 25 and 27 February and 1 March 1957 by Mrs. [redacted] Chief, Clerical Orientation Training was very well received. Your interest in this workshop could not have been better displayed than by your personal participation in each session. The members of the groups were especially pleased to have you welcome them.

2. As you know, the program was designed so that it covered: (1) OTR organization and (2) Agency and OTR clerical procedures. The current organization of the Office of Training was explained by the administrative assistant for each of the Schools and Staffs. Each covered the mission, function, courses, and identification of key personnel in her "shop." Each performed this assignment in a very creditable manner. This description and identification proved to be one of the most interesting aspects of the program. The speakers are listed on the enclosed report.

3. The part of the program which was devoted to clerical procedures concentrated on Agency and OTR correspondence. Miss [redacted] assisted [redacted] in leading this discussion. Comments by [redacted] regarding procedures within the DCI's office added interest to this part of the program. The logging procedure which is now being used in OTR was clarified by Miss [redacted]

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4. Sixty-two persons were registered for this training program. Two persons were excused because of illness; sixty attended. A total of eight visitors from OTR, instructors and administrative personnel, audited the program. A compilation showing attendance by staff is enclosed.

Enclosure

Orig. returned to [redacted]

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